



Job Title: Loan Administrator

Reports To: Jointly to Director of Lending & the COO

Company Summary:

Established in 1993, the Women's Opportunities Resource Center (WORC) is a nationally recognized 501 (c)(3) not-for-profit financial organization headquartered in Philadelphia, PA. WORC was Philadelphia's first microenterprise program for low-income people and one of the first in the nation. WORC promotes social and economic self-sufficiency primarily for women, minorities, and dislocated workers. WORC and its subsidiary company, the Economic Opportunities Fund (EOF), are certified Community Development Financial Institutions (CDFIs), which provide a wide range of financial products (micro-and small business loans). WORC is also an approved SBA micro-lender and Community Advantage 7A SBA lender.

To learn more about WORC, visit: www.worc-pa.com

Position Summary:

Responsible for managing and maintaining WORC's loan portfolio records and systems, as well as providing loan portfolio financial support and grant/contract compliance support to other departments. Works closely with the Director of Lending and the lending team to ensure all loan closing conditions are met, recorded, and that all loans are appropriately monitored until repaid fully. Works closely with Finance Manager to ensure loan portfolio records match financial accounting records. Works closely with the COO to ensure all grant/contract program requirements are monitored, reported and compliant.

This position will also play a critical support role in designing and implementing reporting and technology upgrades to the existing Loan Portfolio Management System, as well as automating loan administration processes and practices. The ideal candidate will possess a demonstrated attention to detail and a strong ability to manage multiple tasks effectively and efficiently under minimal supervision. S/He works well in teams and can prioritize activities under a matrixed reporting role. S/He must be committed to meeting the needs of underserved markets and have a passion for providing services to a diverse population, including refugees and immigrants.

Core Responsibilities:

- Manage all aspects of Loan Administration, including but not limited to closed loan data entry, processing security interests, processing loan payments and distributions, processing loan modifications, preparing loan payoffs, as well as monitoring compliance of borrower's reporting and repayments.



- Manage all aspects of the loan portfolio management system (Down Home).
- Conduct post-loan closing file reviews, ensuring basic requirements of loan purpose, term, collateral and financial qualifications fit the various federal and state lending program criteria.
- Work with Director of Lending to ensure documentation for all WORC lending programs are compliant with both internal and external requirements.
- Monitor and ensure borrower compliance with all insurance, collateral, and security documentation requirements.
- Manage and disseminate all regular portfolio reporting, delinquency reports, borrower risk ratings, and status reports.
- Work with Finance Manager to reconcile loan portfolio to accounting records.
- Assist management in preparing investor/funder reports, including but not limited to the CDFI Fund, Small Business Administration, and City of Philadelphia.
- Responsible for helping to enter, maintain, and report out on lending/training client database information. Responsible for Micro Tracker, Field & othersurveys.
- Compile information from grant/contract/lending program evaluation databases
- Assist senior management on other projects or deliverables, as needed.

Qualifications:

- Required: Bachelor's Degree or 5 years direct related work experience.
- Required: 1-2 years' (preferred 3-5 years) of experience in loan operations and/or mortgage lending.
- Required: Solid knowledge of basic accounting practices with an ability to understand financial statements CDFIs and loan documentation.
- Required: Highly proficient with Microsoft products & other technology software.
- Required: Strong analytical and organizational skills with proven ability to work independently under minimal supervision.
- Required: Superior written, verbal, interpersonal skills and ability to work with diverse constituents.
- Preferred: Experience in nonprofit or small office environment a plus.
- Preferred: Experience with Down Home loan portfolio management system.
- Helpful: Experience in community development, federal, state lending programs.
- Job involves normal physical requirements for an office position.
- Minimal travel required (less than 5% of time).

Compensation:

Compensation is competitive and commensurate with experience. Benefits include vacation, paid holidays, health insurance, and retirement plan.

Application Process:

Interested parties should email their resume with cover letter and salary requirement to both: lcutler@worc-pa.com and careers@worc-pa.com

WORC/EOF is an equal opportunity employer and the board and staff value diversity in all aspects of employment.